

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 7 FEB 1957

FROM : Director of Training

SUBJECT: Tables of Organization

25X1

REFERENCE :  - Tables of Organization

1. The Office of Training, in a continuing effort to maintain its T/O on a current basis, requests changes in the Assessment and Evaluation Staff T/O as indicated in Tab A attached. These proposed changes reflect the position structure which is currently being utilized, and grade levels required to retain individuals competent to carry out the mission of the Staff.

a. Transfer position number U 1086.02 Psych (Research), GS-9, from the Research Branch to the Office of the Chief, A & E Staff and reclassify as a Psychologist (Gen), GS-14. This proposed Task Force Psychologist position is considered necessary because of the tasks being levied on the A & E Staff, e.g. providing psychological assistance to OTR Instructors pertaining to training

b. Transfer position numbers U 1092 and U 1092.01, Psych (Assessment), GS-9, and U 1093, Clerk Typist, from the Assessment Branch to the Testing Services Branch to broaden the testing services function and to provide a more efficient testing operation. The positions will continue to contain duties concerned with individual testing activities as described in the current position descriptions on record in the Position Evaluation Division/OP.

c. Transfer position number U 1085.01 Psych (Research), GS-11, from the Research Branch to the Evaluation Branch and reclassify to GS-13 to provide an additional senior Psychologist position necessitated by the expansion of the work of this Branch to more OTR courses.

d. Reclassify position number U 1086.01 Psych (Research), GS-9, to GS-13 to provide an additional Senior Psychologist

~~CONFIDENTIAL~~

SUBJECT : Tables of Organization

for the Research Branch. This reclassification is necessary to provide more effective senior technical support to the development of new selection and placement testing programs and to the improvement of those already in existence.

e. Reclassify position number U 1120 Psychometrist, GS-7, in the Testing Services Branch to Psych (Gen), GS-13, to provide senior research support to the recruiters testing and selection program for both clerical and professional employees.

f. Reclassify position numbers U 1087, U 1087.01, U 1087.02, and U 1087.03 Statistical Clerk, GS-5, in the Research Branch to GS-6 to provide senior level Statistical Clerks for the more difficult statistical analytical work.

g. Reclassify position number U 1091 Psych (Assess), GS-11, in the Assessment Branch to Clerk Stenographer GS-5 to provide a Clerical Assistant for this Branch.

h. Retitle positions in the Testing Services Branch as appropriate in accordance with the CIA Occupational Handbook.

2. The above requested changes will not require additional personnel ceiling, and the net effect, from a position standpoint, is as follows:

<u>A&amp;E Staff</u>	<u>Present no. of positions</u>	<u>Proposed no. of positions</u>	<u>Position net change</u>
Office of the Chief	<div style="border: 1px solid black; width: 150px; height: 150px;"></div>		/1
Administrative Group			0
Assessment Branch			-3
Evaluation Branch			/1
Research Branch			-2
Testing Services Branch			/3
Total Positions			

25X1

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

SUBJECT : Tables of Organization

3. An analysis of the proposed T/O changes (See Tab B for detail budgetary analysis) based on the personal services estimates submitted for Congressional approval for Fiscal Year 1958 indicates the following:

a. Fiscal Year 1957 - Increases in salary costs due to the proposed changes could probably be covered by existing allocations to OTR.

b. Fiscal Year 1958 - Revision of the Fiscal Year 1958 personal services estimates based on the proposed reclassifications would result in an increase of approximately \$12,203 in addition to normal periodic step increases and promotions.

4. For additional organization and position information, please contact the Chief, A & E Staff or the PO/TR as appropriate.

MATTHEW BAIRD

25

Attachment A  
Attachment B

~~CONFIDENTIAL~~  
~~SECRET~~